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| **PRIVATE AND CONFIDENTIAL**  First name, surname  Internal mail  Date |

Human Resources Department

Room 5B29

Edinburgh Napier University

Sighthill Campus

Edinburgh

EH11 4BN

0131 455 3344

[humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk)

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| Dear first nameRE: My Review appeal I write to confirm that I received your appeal dated DD/MM/YYYY, which confirms your grounds for appeal as described below:   * provide reasons   You are invited to an appeal meeting to discuss your grounds in more depth.  This will be held on the DD/MM/YYYY at time in location, room. The meeting will comprise of the following attendees to ensure a fair discussion.   * Reviewer’s Manager * Reviewee * Reviewer   You also have the right to be accompanied by a TU representative or work colleague of your choosing. Please advise in advance of the meeting if you are being accompanied.    The appeal will consider all relevant information and whether there are sufficient grounds to amend your objective or rating.  You will be notified in writing of the outcome of the appeal. There is only one right of appeal and the decision taken will be final.  If you have any further information you wish to submit to support your appeal, please ensure this information is submitted to me by no later than DD/MM/YYYY.  Yours sincerely  **Reviewer’s Line Manager Name**  **Role**  **CC Human Resources** |